

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITIES

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

ENROLLMENT BROKER CONTRACT MANAGER

Role Title: Program Administration Specialist II

Position # 00645

Pay Band 5, Level II Hiring Range: \$41,778 - \$65,000

Closing Date: May 12, 2014

Unique opportunity to join the Health Care Services Division to manage the Enrollment Broker contract and the day-to-day activities of the Enrollment Broker. We are seeking an individual with considerable knowledge of health plan enrollment practices and experienced with client education, automated systems and managed care practices. This position requires competency in a customer service call center environment especially related to health plan enrollment. Demonstrated expertise in contract and project management, and application of data analysis and findings to operational settings is required. Considerable professional level experience defining requirements and administering health care contracts for various client populations is a must. Requires strong interpersonal and problem solving skills, and experience with research, systems, and reporting techniques. Must have the ability to communicate effectively with all levels of management, staff and external public/private sector organizations. Requires demonstrated ability to work both independently and as part of a team. Degree with major coursework in public health, public or business administration, social work, or related field; education/ training/ experience interchangeable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for complete state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA